

USAFA FORMS MANAGEMENT PROGRAM

10 CS/SCSPF

May 2001

DIRECTIVES

USAF AIND 9	Numerical Index of USAF Academy Forms
AFI 33-360, V 2/Sup 1	Forms Management Program
USAF AI 33-104	Optical Mark Forms

FORMS

DD Form 67	Form Processing Action Request (EF)
AF Form 1382	Request for Review of Publication and/or Form(s) (EF)

FORM CATEGORIES

Category	Designation	Used by	Prescribing Directive Required
Department of Defense	DD	All DoD agencies	Yes
Standard	SF	All Federal agencies	Yes
Optional	OF	Two or more Federal agencies	Yes
Departmental	AF	All Air Force agencies	Yes
Field	USAFA	Two or more Assigned units attached to, and within the originating organization	Yes
Headquarters	AFCW	Two or more staff offices of a headquarters	Yes
Office	O-(Number)	Only offices within the originating directorate, division, branch, or section	No

FORMS MONITOR RESPONSIBILITIES

1. Maintains numerical file for each of the unit's current office forms. File will contain a copy of the current edition, status of latest review, print history and specification if form has not been converted to electronic. 10 CS/SCSPF will provide a list of current forms with reprint history upon request.
2. Reviews and coordinates on all DD Forms 67 originated in their unit to ensure :
 - a. It has been fully completed to include table and rule and Privacy Act monitor coordination as well as name/signature of project officer and signature of approving official.
 - b. That no higher headquarters or existing form is available for the same purpose.
3. Ensures office forms are used only within their unit.
4. Reviews and coordinates on all unit form print requests to ensure:
 - a. A 1-year supply is ordered. Exceptions will be granted for forms being considered for revision or obsolescence or when storage space is limited. Include a note explaining a significant increase/decrease in usage based on past orders.
 - b. Duplicating/Reproduction Request is properly prepared and forwarded to 10 CS/SCSPF.
 - c. A current printed copy of the requested form is attached.
5. Coordinates and ensures overprint requests adhere to AFI 33-360, Vol 2, para 3.15.
6. Ensures obsolete forms are removed from the numerical file and existing stock is salvaged.
7. Ensures all offices within the unit are notified of the forms monitor appointment and the responsibilities of the position.
8. Ensures Requests for Review of Forms are returned with the current status noted, name and signature of project officer, and signed by the chief of the office responsible for the form.

OPR RESPONSIBILITIES

New or Revised Forms

1. Establishes a form when a requirement exists to gather information on a repetitive basis.

Forms should:

a. simplify and improve systems and procedures so daily operations are carried out as effectively and economically as possible.

b. provide management with methods and data collection to capture information in the most timely, efficient, and accurate way possible.

c. prevent unnecessary creation and duplication of information.

2. Drafts/Changes form to meet requirements.

3. Prescribes command forms in a directive publication. Updates publication when revising or discontinuing prescribed forms.

4. Develops Privacy Act Statement when form collects Privacy Act information.

5. Obtains Office of Management and Budget (OMB) approval when collecting information from the public. Contact Information, Collection, and Reports (ICR) manager (10 CS/SCBD) for assistance.

6. Prepares DD Form 67:

a. For all field forms and those office forms with an annual usage of more than 100/year. EXCEPTION: Office forms that solicit information covered by the Privacy Act of 1974, collect information from the public, or require OMB approval will be numbered and managed as forms even though annual usage may be less than 100.

b. Coordinate with organization Privacy Act and forms monitors, 10 CS/SCBDF, and 10 CS/SCBDR. All coordination must be accomplished prior to submission to 10 CS/SCSPF.

c. Include office of records file plan and table and rule where completed form is filed block 13 (see AFMAN 37-139).

d. Approving authority (block 17) is highest ranked individual in area where form is used.

e. Justify, in writing, why forms must be used in other than electronic media.

f. Attach a draft of the form and a filled-in sample with fillable blocks identified, specific fill formats, and help messages.

7. Approves incorporation of forms into information systems that generate established forms. Provides 10 CS/SCSPF with documentation for inclusion in the forms record set and identifies system in the prescribing directive, if applicable. New forms created by functional area systems (computer generated) must be submitted to 10 CS/SCSPF with a DD Form 67 for numbering.
8. Completes Request for Review of Forms and return to 10 CS/SCSPF, through organization forms monitor, with current status noted.
 - a. If form becomes obsolete outside of the review cycle, notify 10 CS/SCSPF in a memorandum. Cite any replacement and include the date when prescribing directive will be rescinded, if required.
 - b. Notifies 10 CS/SCSPF and unit forms monitor, in writing (coordinated with new OPR), when transferring ownership to another activity.
9. Assists in evaluating Innovative Development through Employee Awareness (IDEA) submissions pertaining to forms.
10. Prepares printing request for a 1-year supply for those forms that can not be converted to electronic.

USAFA DESIGN STANDARDS

1. Decorative illustrations or graphics, to include official logos, must serve a functional purpose. "Nice to have" is not sufficient justification.
2. USAFA field forms (forms used base-wide) will use the DoD mandated date format of YYYYMMDD. OPRs of USAFA office forms must provide written justification to use a different date format. 10 CS/SCSPF will work with the OPR but has final authority to disapprove any request.
3. All USAFA forms will be dated using the YYYYMMDD date format.
4. Abbreviations and acronyms will be spelled out the first time they are used, whenever possible.
5. Form size will not exceed 8 1/2 by 11 inches, whenever possible. The OPR will justify, in writing, if the use of a larger size is necessary.

PRESCRIBING DIRECTIVES

1. Field forms (USAFA forms used base-wide) must be prescribed in a standard or specialized directive publication.
2. Office forms may be prescribed in an organizational or operating instruction.

OVERPRINT GUIDELINES

1. Overprinting is the printing of pertinent repetitive information in blank captioned areas of a form. This practice is used to save man-hours and supplies required to accomplish repetitive tasks. Do not alter lines or captions or add blocks and captions to an existing form as this action is a revision of the original form design. (EXCEPTION: Modifications may be made to general purpose forms.)
 - a. Any alteration requires a waiver from the OPR and should only be requested when it is more cost effective.
 - b. Approved exception annotation must appear on the face page of the form, immediately following or below the form number and date to read: "Exception to (form number) approved by (approving organization/functional address symbol and date)."
 - c. When form is revised, the exception is cancelled.
2. The print request may be submitted in either of two ways:
 - a. The overprint data may be typed on the form if it is more practical and economical to reproduce the entire form with the repetitive fill-in. This method will be used when overprinting electronic forms.
 - b. If blank forms are provided, a bond sheet of paper must be submitted with the overprint data entered in the exact placement area it will appear on the form, as well as a copy of the form with the overprint data filled in. Forms to be overprinted must be supplied to printer by the OPR. When overprinting OPSCAN (scannable) forms, blank forms must be supplied.
3. The office symbol followed by the word "overprint" and date, must be entered in the area of the lower right margin of the form. When overprinting modified general purpose forms, the office symbol followed by the words "Overprint as Modified" and date must appear in the lower right margin.
4. 10 CS/SCSPF will determine when overprinting onto existing forms, versus printing the form along with the additional information, is cost-effective.
5. All requests for overprints must be submitted through organization forms monitors, as applicable, and 10 CS/SCSPF for coordination and approval.

The following blocks on DD Form 67 (first page) must be filled in:

2. Form Designation and Number: Revision - include #, or if New - leave blank.
3. Date of Form: Leave blank.
4. From: Enter OPR.
5. Thru: Organization forms monitor (if applicable).
6. To: 10 CS/SCSPF
7. Form Title:
8. Superseded Forms: Complete a, b, and c if applicable.
9. Prescribing Document Number: If command form.
12. Design Considerations: Complete a, b, c, d, and e.
13. Purpose and Description of Use: Also include office of records file plan and table and rule from file plan where completed form is filed.
14. Internal Coordination and Concurrence: Coordinate with organizational Privacy Act monitor and 10 CS/SCBDF for Privacy Act; 10 CS/SCBDB for mail management; 10 CS/SCBD for forms soliciting information from the public.
16. DoD Component OPR and/or Action Officer: Complete a, b, and c.
17. DoD Component Approving Official: (a. Highest ranked individual in area where form is used.)
18. N/A

The following blocks on DD Form 67 (second page) must be filled in:

1. Type of Form: Add "Office" in shaded area if applicable.
2. Status:
3. How Issued:
4. Type of File Used for Completed Forms:
5. No. Copies Filled in at One time:
6. Estimated Use Per Month:
7. Is Form Accountable?:
8. Type(s) of Using Activities:
10. If You Are Revising a Prescribed Form, Does Your Directive Require a Change?:
11. Complete Items 11 and 12 if form is not stocked by PDO.)
12. Deliver To:

DD Form 67 may be accessed at

<http://afpubs.hq.af.mil/formfiles/dd/dd006700/dd006700.fpk>

This is a packaged form. To access both pages, it must be unpacked. Instructions for unpacking forms can be found at <http://afpubs.hq.af.mil/policy/forms/deptform.pdf>